About Strategic Sourcing – Bid Factors, Weights & Score / Event Awards

Cardinal allows the Strategic Sourcing (SS) Buyer, to award bids by total, line(s), or group (lot). The initial event set up will determine the specific award features available when analyzing bid results.

The SS bid factor function enables you to evaluate events based on factors such as price, warranties offered, lead time, and product quality. Bid factors are questions bidders must answer about their products, services, or company. You set weightings for each bid factor, letting bidders know how much value you give to that portion of their bid. Price is by default the first bid factor of any event. The score depends on how close the answer to the bid factor comes to the ideal answer.

For additional instructions on the SS process, refer to the course titled **501 PR345 Strategic Sourcing**, job aids titled **501 PR345 Strategic Sourcing Event Awards** and **501 PR345 Strategic Souring Collaboration,** and the SS simulations, all of which are located on the Cardinal Project Website.

TABLE OF CONTENTS

Event Creation Basics:

How you set up the event defines how the award is made; by **Total**, **Line** or **Group** / Lot. For additional instructions on creating events refer to the course titled **501 PR345 Strategic Sourcing.**

- During event creation under **Step 1: Define Event Basics** the **Event Settings and Options** hyperlink is used to establish bid requirements, event scoring, as well as, header and line factor weights, as applicable. Settings on this page include:

   Bid Required On All Lines - Events may be setup to require a bid response on individual, or all, lines.

1 **Factor Event Score Into -** Select to indicate that you want the system to factor the header score into the **Total Score** for the event or the individual **Line Score**.

   - If **Total Score** is selected, the header score is factored into the total score of the event, which is calculated by adding the weighted line scores plus the weighted header score. Select this option if you intend to award the entire event to one bidder.

   - If **Line Score** is selected, a header score bid factor will automatically be added to each line within an event. The line score will be calculated by adding the weighted scores of each line bid factor plus the weighted header score. Select this option if you intend to award different lines within the event to different bidders.

2 **Header Weighting** - Enter a default weighting to determine how the system weighs the event header score in relation to the **Total** or **Line Score**.

   - Weights applied at the header level apply to the overall event and to each line.

   - **Header Weighting** defaults to 100 when the **Factor Event Score Into** of **Total Score** is selected.

   - The **Header Weighting** is not pre-populated if you select **Line Score** or **Line Score and Total Score**, since you would be setting those weights.

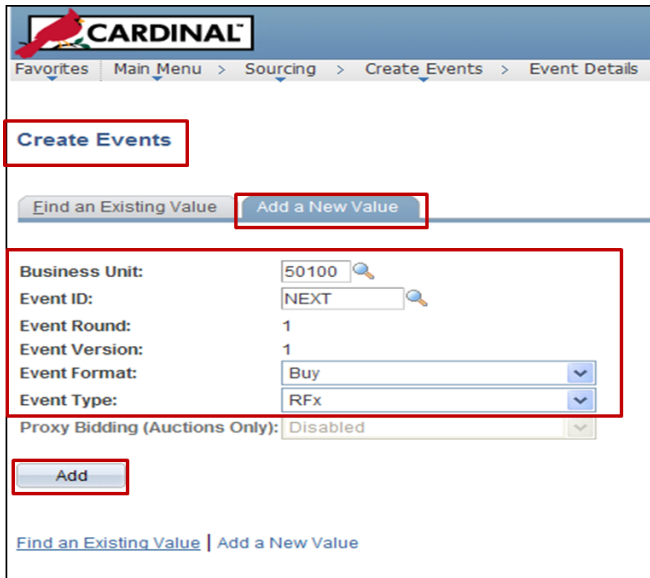**3** **Line Factor Weighting:**

   - The line item weighting, meaning how important that specific item or service is to the overall event.

- Bid factors are set up during the creation of the event. Bid factors are questions bidders must answer about their products, services, or company.

   - **Step 1: Define Event Basics -** The **Event Header Bid Factors** hyperlink is used to establish header bid factors that relate to the overall event.

   - **Step 2: Configure Line Items -** The **Line Items** hyperlink is used to establish line bid factors that relate to a specific line.

- Weighting is set for each bid factor. The weighting signifies how important a bid factor is to the overall event or line.

   - The combined weightings assigned to the event line(s) and the event header must total 100%. If no header weight is used, line weights equal to 100 are automatically assigned upon save. If you attempt to **Post** the event, and the sum of the weightings applied to the event lines and event header do not equal 100%, an error message will be displayed.

- The score depends on how close the answer to the bid factor comes to the ideal answer.

Event Set Up Examples

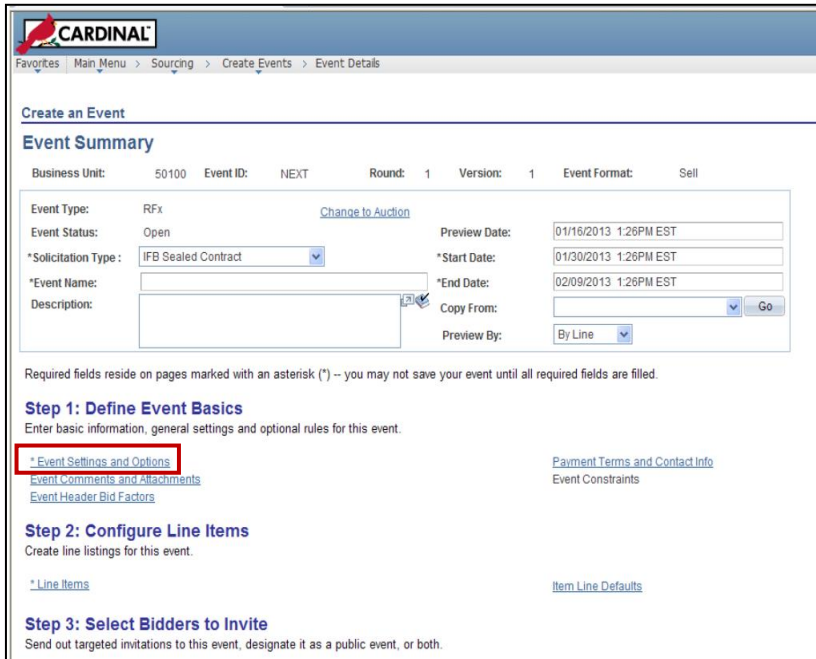### Ex. 1: Factor Event Score Into = Total Score, with Header Weight

1 To add an event, use the **Create Events** page. Navigate to this page using the following path:

Main Menu > Sourcing > Create Events > Event Details

2 Select the **Add a New Value** tab.

3 Enter the fields as instructed in the course titled **501 PR345 Strategic Sourcing.**

4 Click **Add.** The **Create Event - Event Summary** page is displayed.

5   Under **Step 1: Define Event Basics**, click on the **Event Settings and Options** hyperlink. The **Create Event - Event Settings and Options** page displays.
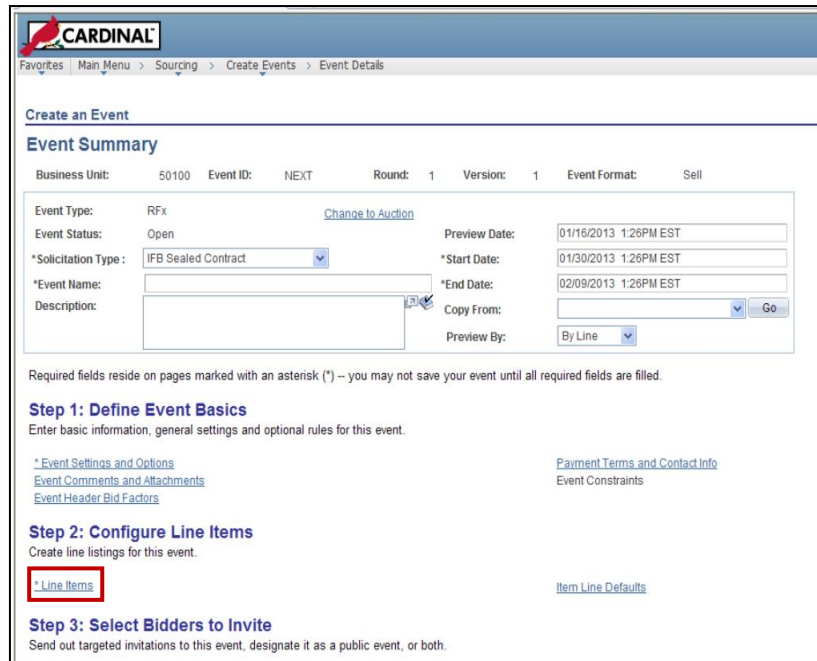
6   **Factor Event Score Into** = **Total Score**

7   **Header Weighting** = **100**

8   **Line Factor Weighting** = None

9   **Start Price**: Defaults to **Do Not Display**, we do not typically change the default, but you may.

10   Click on the **Save Event Changes** button.

11   Click the **Return to Event Overview** hyperlink. The **Create Event - Event Summary** page is displayed.

12 Follow normal procedures to enter **Event Header Bid Factors** if necessary.

13 Under **Step 2: Configure Line Items,** click on the **Line Items** hyperlink. The **Create Event – Line Items** page displays.

14 Follow normal procedures to enter all the event lines, i.e., items. The **Remaining Weight** must equal **0%**.

15 If the sum of the event header and event line weights is not equal to 100, an error message will be displayed upon save. You must fix the sum of the weights to equal 100.

16 Complete normal event creation procedures then save and post the event. For additional instructions on creating events refer to the course titled **501 PR345 Strategic Sourcing.**

Ex. 2: Factor Event Score Into = Total Score, no Header Weight

1 Follow the same steps as noted in Ex. 1 above, steps 1-5

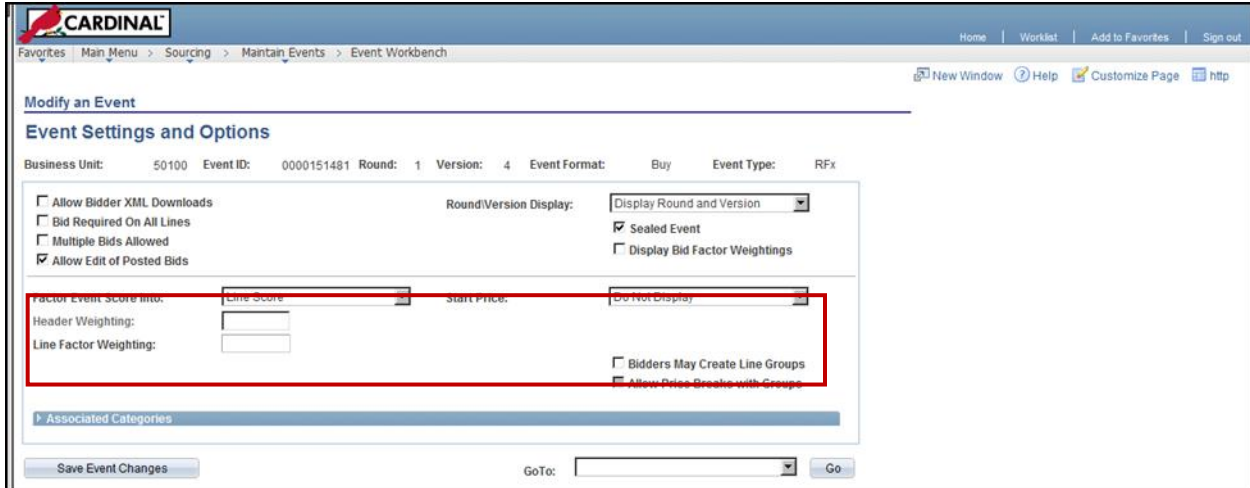**2** **Factor Event Score Into = Total Score**

3 **Header Weighting =** None

4 **Line Factor Weighting** = None

5 **Start Price**: Defaults to **Do Not Display**, we do not typically change the default, but you may.

6 Click on the **Save Event Changes** button.

7 Click the **Return to Event Overview** hyperlink. The **Create an Event – Event Summary** page displays.

8 Follow normal procedures to enter **Event Header Bid Factors** if necessary.

9 Under **Step 2: Configure Line Items**, click on the **Line Items** hyperlink. The **Create Event – Line Items** page displays.

10 Follow normal procedures to enter all the event lines, i.e., items. In this example there are 4 lines, each equally

weighted at 25.00, resulting in a **Line Weighting Total** of **100%**. The **Remaining Weight** is equal to **0%**.

11 Complete normal event creation procedures, then save and post the event. For additional instructions on creating events refer to the course titled **501 PR345 Strategic Sourcing**.

Ex. 3: Factor Event Score Into = Line Score and Total Score

1   Follow the same steps as noted in Ex. 1 above, steps 1-5

2   **Factor Event Score Into** = **Line Score and Total Score**. When selecting **Line Score and Total Score**, there must be a **Header Bid Factor**.   If a bid factor is not added, upon your attempt to **Post**, a pop-up error message will be displayed.

3   **Header Weighting** = None

4   **Line Factor Weighting** = None

5   **Start Price**: Defaults to **Do Not Display**, we do not typically change the default, but you may.

6   Click on the **Save Event Changes** button.

7   Click the **Return to Event Overview** hyperlink. The **Create an Event – Event Summary** page displays.

8 To set up a header bid factor(s), under **Step 1: Define Event Basics**, click on the **Event Header Bid Factors** hyperlink. The **Create an Event – Event Bid Factors** page displays.

9 **Weighting** - It is not necessary to insert a weight if only one header bid factor is entered.

10 Using the **+** icon you may enter multiple bid factors and weight each if desired.

> a. If the **Bid Factor Weighting Total** is equal to 000.00 then the **Remaining Bid Factor Weight** must equal 100.00.
>
> b. If the **Bid Factor Weighting Total** is equal to 100.00 then the **Remaining Bid Factor Weight** must equal 000.00.

11 Click on the **Save Event Changes** button.

12 Click the **Return to Event Overview** hyperlink. The **Create an Event – Event Summary** page displays.

13 Once you have added bidders, e.g., **Public Event**, and followed normal event creation steps, as documented in the course titled **501 PR345 Strategic Sourcing**, you may **Save** and **Post** the event. The **Event ID** # is generated and displayed. For additional instructions on creating events refer to the course titled **501 PR345 Strategic Sourcing**.

5

6   **Ex. 4: Factor Event Score Into = Line Score, no Line Factor Weighting**

1 Follow the same steps as noted in Ex. 1 above, steps 1-5.

2 **Factor Event Score Into** = **Line Score**

3 **Header Weighting** = None; If **Line Score** is selected above, the **Header Weighting** is not available.

4 **Line Factor Weighting** - **Line Factor Weighting** is available and may be used.

> a. **Line Factor Weighting** is specific to the overall event and added to each **Line** as a **Bid Factor**. If used, the total **Line Weighting Total** must = 100% with a **Remaining Weight** = 0%.

5 **Start Price**: Defaults to **Do Not Display**, we do not typically change the default, but you may.

6   Follow normal procedures to enter all the event lines, i.e., items.

7   **Weighting** - Enter a value to indicate the importance of the line item to the entire event. If you do not enter line weightings, each line item is weighted equally. In this example there are 4 lines, each equally weighted at 25.00, resulting in a **Line Weighting Total** of **100%**. The **Remaining Weight** is equal to **0%**.

8   Once you have added bidders, e.g., **Public Event**, and followed normal event creation steps, as documented in the course titled **501 PR345 Strategic Sourcing**, you may **Save** and **Post** the event. The **Event ID** # is generated and displayed.
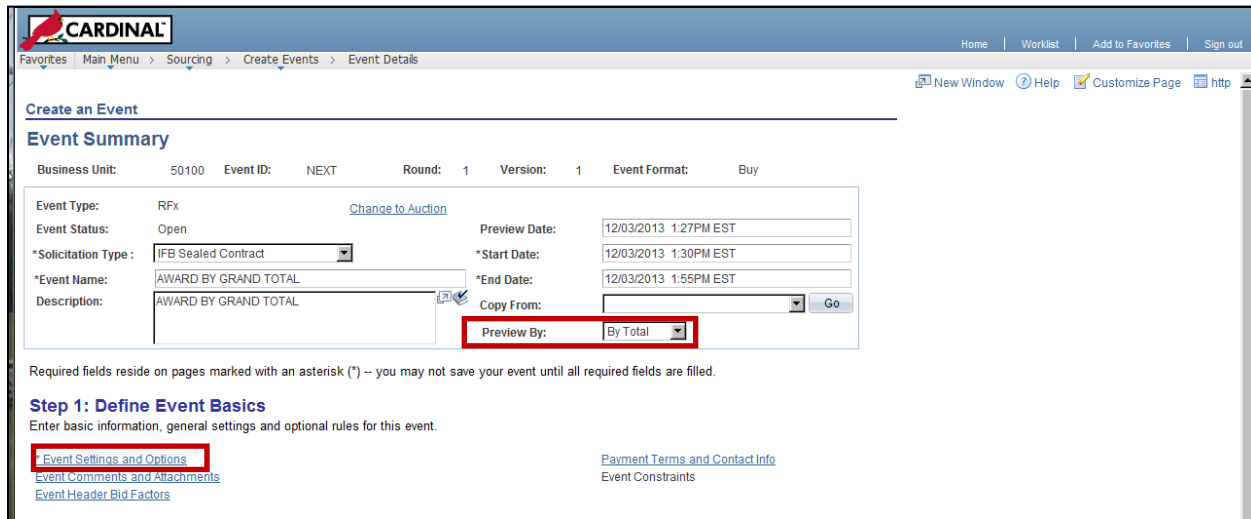
Ex. 5: Factor Event Score Into = Line Score, with Line Factor Weighting

1   Follow the same steps as noted in Ex. 1 above, steps 1-5

2   **Factor Event Score Into** = **Line Score**

3   **Header Weighting** = None

4   **Line Factor Weighting** = **50.00**

      a.   **Line Factor Weighting** is specific to the overall event and added to each line as a **Header Bid Factor**.

      b.   If **Line Factor Weighting** is used, the sum of all line bid factor weights must = 100. As a result you will need to modify the line Bid Factors to ensure they sum to 100.

5   **Start Price**: Defaults to **Do Not Display**, we do not typically change the default, but you may

6   Click the **Save Event Changes button**.

7   Click the **Return to Event Overview** hyperlink. The **Create an Event – Event Summary** page displays.

8   Follow normal procedures to enter **Event Header Bid Factors** if necessary.

9   Under **Step 2: Configure Line Items**, click on the **Line Items** hyperlink. The **Create Event – Line Items** page displays.

10 Follow normal procedures to enter all the event lines items.

11 Click on the **Save Event Changes** button. Upon save, a warning message will be applied to each line for corrective action and a pop-up message noting the lines needing corrective action will appear.

12 Click Yes.

13 A second pop-up message will appear notifying you about a Bid Factor weight issue.

14 Click **OK**. The **Create Event – Line Items** page displays.

15 Click on the **Advanced Definition** tab.

16 A yellow warning icon is displayed on the lines that need to be updated.

17 Click on the **Bid Factors** hyperlink for each line with a warning icon. The **Create an Event – Line Bid Factors** page displays.

18 The **Bid Factor Weighting Total** does not equal 100 and the **Remaining Bid Factor Weight** does not equal 0.

Procurement Job Aid

19 Adjust the **Bid Factors Weighting** so their sum, i.e., **Bid Factor Weighting Total**, equals 100.000. By default the **Remaining Bid Factor Weight** will equal 0.

20 Click **OK**. The Bid **Factor Weighting Total** and **Remaining Bid Factor Weight** are recalculated and the **Create Event – Line Items** page displays.

21 Once you have added bidders, e.g., **Public Event**, and followed normal event creation steps, as documented in the course titled **501 PR345 Strategic Sourcing**, you may **Save** and **Post** the event. The **Event ID** # is generated and displayed.

Award Events:

Once you have analyzed bids and selected the best bid, Strategic Sourcing enables you to award the winning bid.

Award 'By Total'

Event Creation – By Total

1 To award an event by total some basic set up must be done during the creation of the event. From Ex. 1 above follow steps 1-4 to access the **Create an Event – Event Summary** page.

2   Set the **Preview By** = **By Total**.

3   Under **Step 1: Define Event Basics**, click on the **Event Settings and Options** hyperlink. The **Event Settings and Options** page is displayed.

4   Select the **Bid Required On All Lines** checkbox.

5   **Factor Event Score Into** = **Total Score**

6   **Header Weighting** = **100.0000**

7   Click on the **Return to Event Overview** hyperlink. The **Create an Event – Event Summary** page displays.

8   Follow normal procedures to enter **Event Header Bid Factors** if necessary.

9   Under **Step 2: Configure Line Items**, click on the **Line Items** hyperlink. The **Create Event – Line Items** page displays.

10   Follow normal procedures to enter all the event lines, i.e., items. These will be totaled for the bid.

22   Click on the **Save Event Changes** button. The **Event ID** # is generated.

11   Click on the **Return to Event Overview** hyperlink. The **Create an Event – Event Summary** page will display.

12   The **Event ID** # is displayed.

13 Once you have added bidders, e.g., **Public Event**, and followed normal event creation steps, as documented in the course titled **501 PR345 Strategic Sourcing**, you may **Save** and **Post** the event.

Enter Bids - By Total

The system allows for bid responses to be entered once the event's **Start Date** has passed and prior to its **End Date**. Generally, VDOT business processes require that bidders and bids be entered in the system after the event's **End Date**. Therefore, the Bid Processor must create a new version of the event with an extended **End Date** in order to open a window of time for bidder and bid response entry into Cardinal. Summary level instructions for entering bids are to follow. For additional instructions on entering bids refer to the course titled **501 PR345 Strategic Sourcing**.

14 To enter bids, navigate to the **Create Bidder Response** page using the following path:
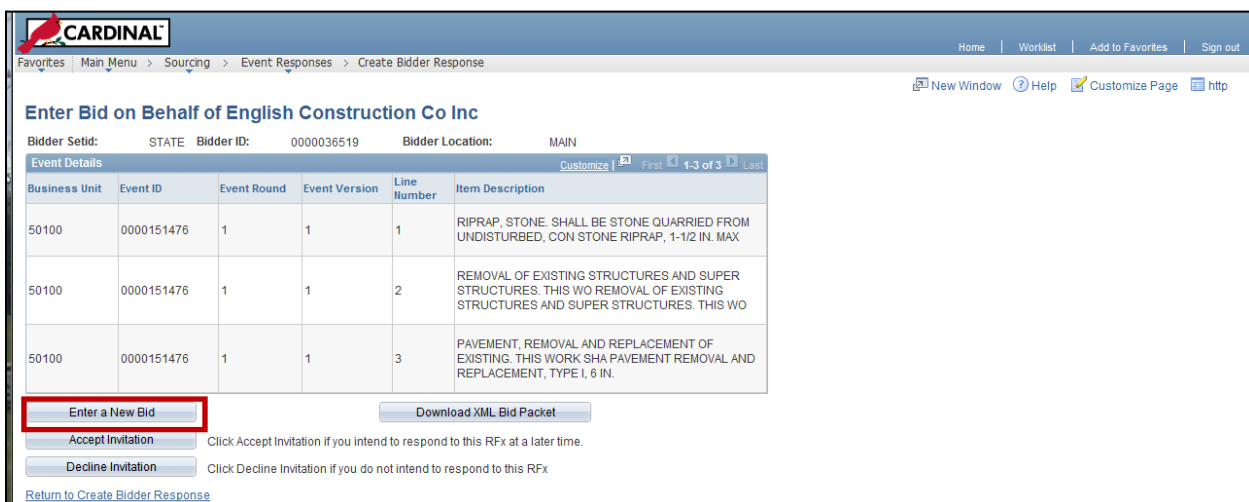
Main Menu > Sourcing > Event Responses > Create Bidder Response

15 On this page you will enter search criteria for the event you want to enter bids on. Click **Search**. The event and invited bidders are displayed.
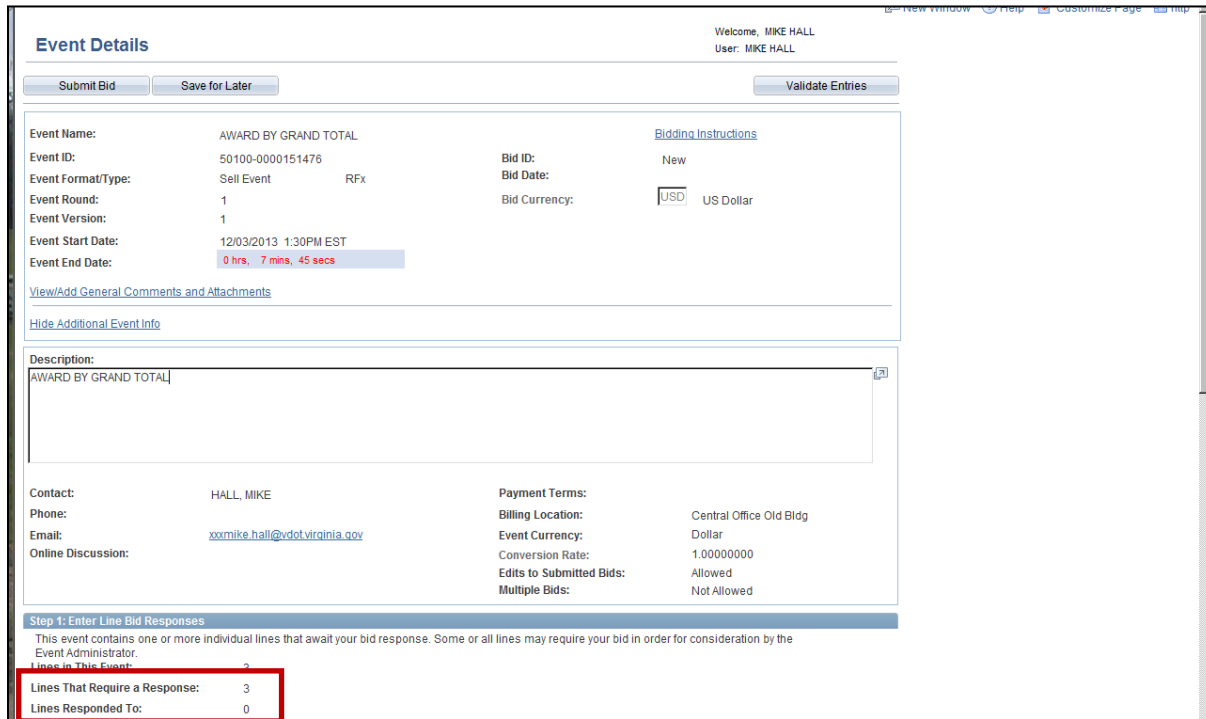
16 To select a bidder, click on the **Event ID** hyperlink on the row where the bidder's name is displayed. The **Enter Bid on Behalf of XXX** page is displayed for the Bidder you selected.

17 Click on the **Enter a New Bid** button. The **Event Details** page is displayed and the Bid Processor will enter the bid on behalf of the vendor.

18 The **Event Details** page identifies the required responses, to include bid factors and the amount of lines and groups, if applicable, for the Bid Processor to answer.

19 Enter the bid responses.

20 Click on the **Validate Entries** button to check for errors. A confirmation message will display.
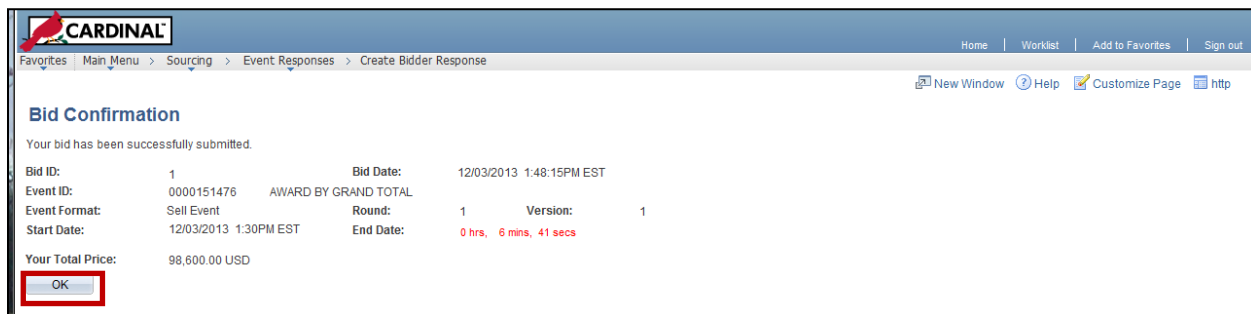
21 Click **OK**.

22 After all the bid information has been entered, click the **Submit Bid button**. The **Bid Confirmation** page is displayed.

23 Click **OK**. The **Create Bidder Response** page is displayed.

24 Repeat the bid entry process for all bidders.

25 Bid processing is complete.
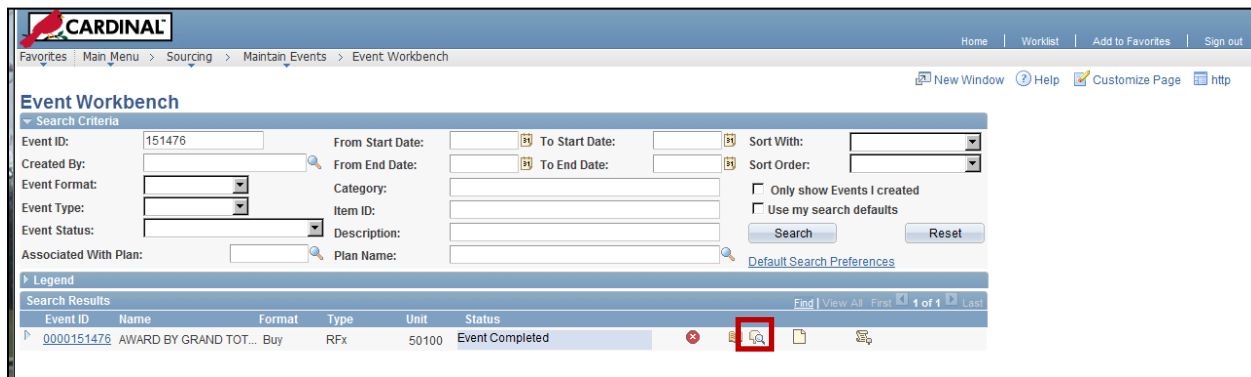
Analyze Bids & Award Event – By Total

Once an event's **End Date** has passed and all the bids have been entered, using the **Event Workbench** you can review the bids. Bids are considered and awarded based on the sum of all line items (by total).
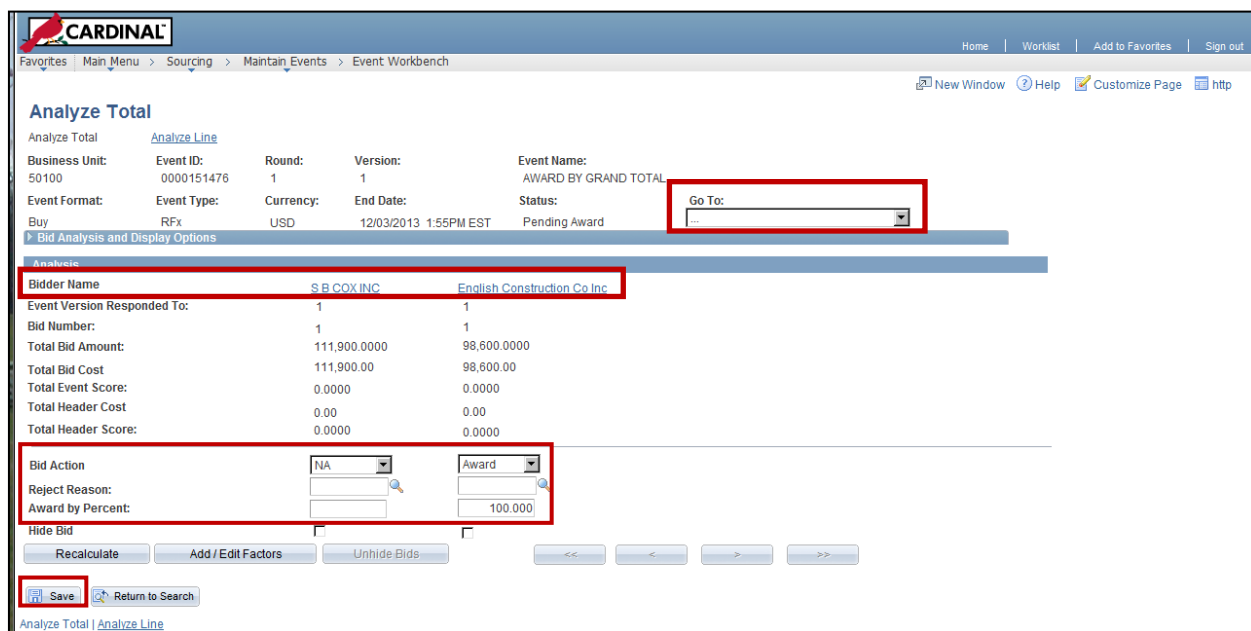
26 You can navigate to the **Event Workbench** page using the following path:

Main Menu > Sourcing > Maintain Events > Event Workbench

27 Click on the **Analyze** icon next to the event with bids you wish to review. The **Analyze Total** page will display.

28 The **Total Bid Amount** by Bidder is displayed.
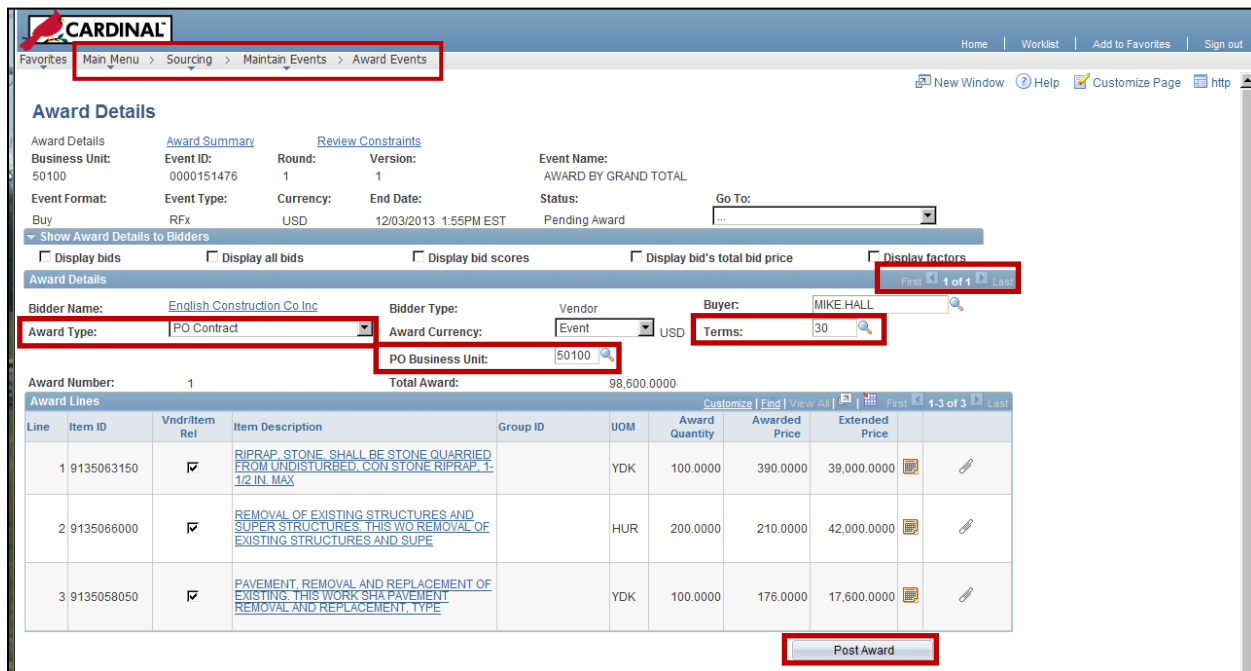
29 In the column related to each winning Bidder, select the **Bid Action** of **Award**.

30 In the column related to each winning Bidder, set the **Award by Percent**. You could choose to allocate a portion of the event award to multiple bidders using the **Award by Percent** field.

31 Click **Save**.

32 From the **Award Details** page you will make the award to the PO or contract. You can navigate to the **Award Details** page using the following path: **Main Menu > Sourcing > Maintain Events > Award Events.**   You can also access this page from the **Analyze Total** page by clicking on the drop-down arrow in the **Go To** box, and selecting **Award Events**. The **Award Details** page displays.

33 In the top right of the **Award Details** section we see there is only one winning bidder, e.g., 1 of 1.

34 Enter the **Award Type** of either **PO** or **PO Contract**.

35 Confirm / update the **PO Business Unit**.

36 Confirm / update the payment **Terms**.

37 Click on the **Post Award** button. The **Contract Entry – Contract** page is displayed.

38 The contract award is displayed. A **Contract ID** is generated and displayed.

Award 'By Line'

Event Creation – By Line

1   To award an event by line(s) some unique set up must be done during the creation of the event. From Ex. 1 above follow steps 1-4 to access the **Create an Event – Event Summary** page.

2   Set the **Preview By** = **By Line**.

3   Under **Step 1: Define Event Basics**, click on the **Event Settings and Options** hyperlink. The **Event Settings and Options** page is displayed.
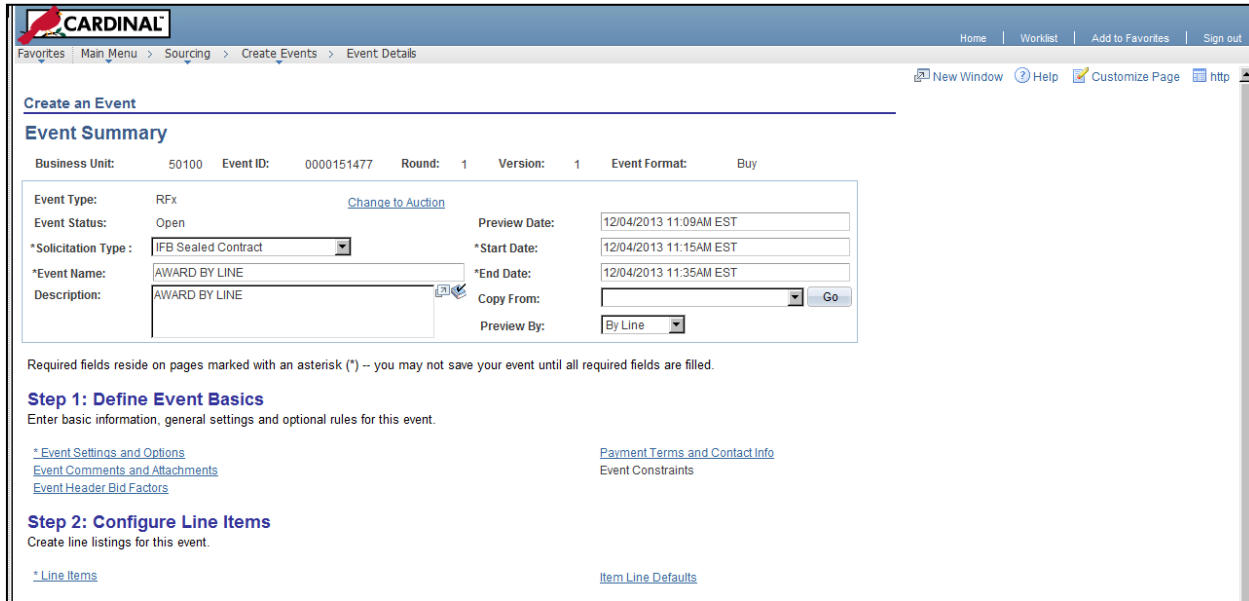
4   Do <u>NOT</u> check the **Bid Required On All Lines** checkbox.

5   **Factor Event Score Into** = **Line Score**.

6   Click on the **Save Event Changes** button.

7   Click on the **Return to Event Overview** hyperlink. The **Create an Event – Event Summary** page displays.

8 Follow normal procedures to enter **Event Header Bid Factors** if necessary.

9 Under **Step 2: Configure Line Items**, click on the **Line Items** hyperlink. The **Create Event – Line Items** page displays.

10 Follow normal procedures to enter all the event lines, i.e., items. These will be totaled for the bid.

11 Click on the **Save Event Changes** button. The **Event ID** # is generated.

12 Click on the **Return to Event Overview** hyperlink. The **Create an Event – Event Summary** page will display.

13 Once you have added bidders, e.g., **Public Event**, and followed normal event creation steps, as documented in the course titled **501 PR345 Strategic Sourcing**, you may **Save** and **Post** the event.

Enter Bids – By Line

The system allows for bid responses to be entered once the event's **Start Date** has passed and prior to its **End Date**. Generally, VDOT business processes require that bidders and bids be entered in the system after the event's **End Date**. Therefore, the Bid Processor must create a new version of the event with an extended **End Date** in order to open a window of time for bidder and bid response entry into Cardinal. Summary level instructions for entering bids are to follow. For additional instructions on entering bids refer to the course titled **501 PR345 Strategic Sourcing**.

14   To enter bids, navigate to the **Create Bidder Response** page using the following path and follow normal bid entry procedures as previously documented:

> **Main Menu > Sourcing > Event Responses > Create Bidder Response**

15 Items with a red star icon require a bid response to be entered.

16 Enter the bid response and bid amounts on the Bidder's behalf for each line.

17 Complete normal bid processing steps.

18 Repeat the bid entry process for all bidders.

19 Bid processing is complete.

Analyze Bids & Award Event – By Line

Once an event's **End Date** has passed and all the bids have been entered, using the **Event Workbench** you can review the bids. Bids are considered and awarded based on the line items (by line).
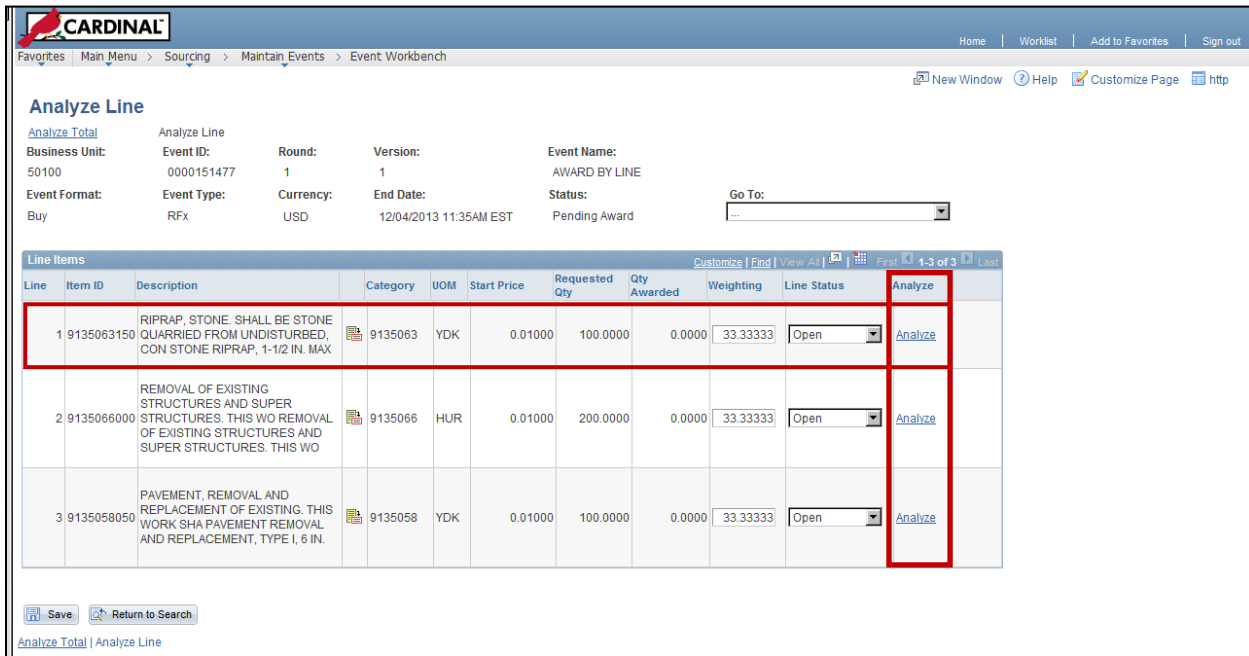
20 Navigate to the **Event Workbench** page using the following path, and follow normal procedures to analyze an event:

Main Menu > Sourcing > Maintain Events > Event Workbench

21 From the **Analyze Total** page, click on the **Analyze Line** hyperlink.   The first **Analyze Line** page displays.

22 Click on the **Analyze** hyperlink next to the **Line** you wish to award. The second **Analyze Line** page will display and details the extended bid response.

23 Click on the arrow next to the **Factors** section to expand the section.

24 The **Unit Price** bid response is displayed in the **Factors** section.

25 In the column related to each winning Bidder, select the **Bid Action** of **Award**.

26 In the column related to each winning Bidder, set the **Award by Percent**. You could choose to allocate a portion of the event award to multiple bidders using the **Award by Percent** field. In this example the award is split 50/50.

27 Click **OK**. The first **Analyze Line** page is displayed.

28 **Line 1** now displays **Qty Awarded**.

29 Repeat the bid entry process for all lines.

30 When all lines have been awarded click on the **Save** button.
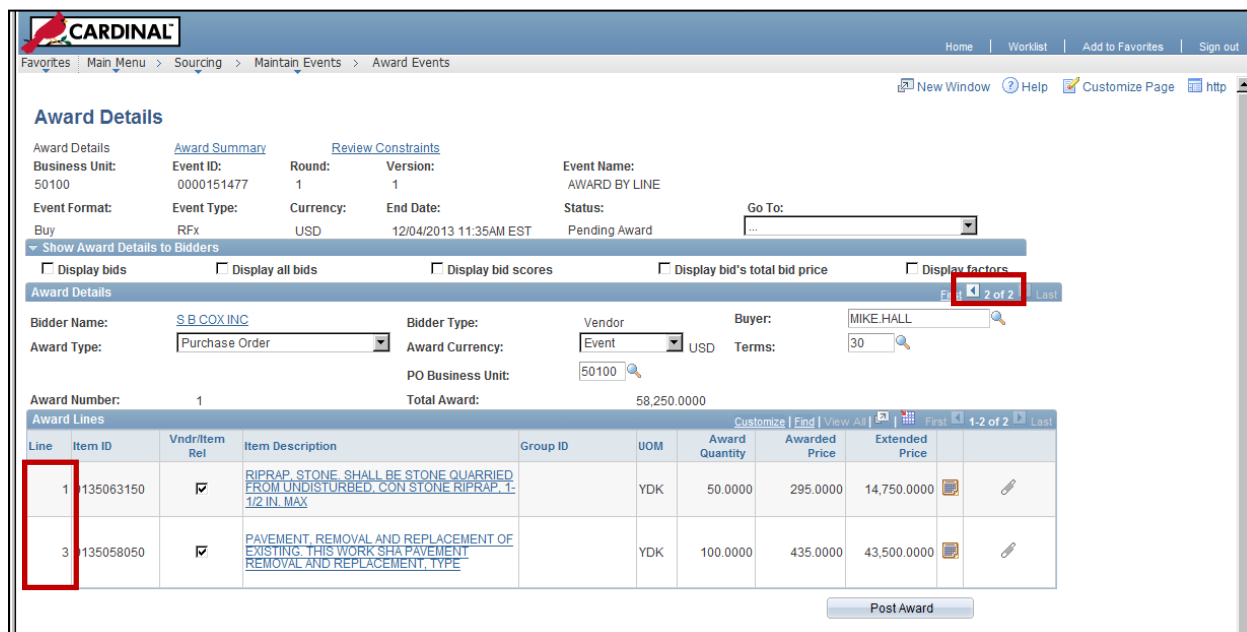
31 From the **Analyze Line** page you can navigate to the **Award Details** page where you will make the award to the PO or contract. Navigate to the **Award Details** page using the following path: **Main Menu > Sourcing > Maintain Events > Award Events.** You can also access this page from the **Analyze Line** page by clicking on the drop-down arrow in the **Go To** box, and selecting **Award Events**. The **Award Details** page displays.

32 In the example above you can see that 2 Bidders received an award. The first Bidder is displayed and has received an award for 2 lines, part of **Line 1**, and all of **Line 2**.

33 Enter the **Award Type** of either **PO** or **PO Contract**.

34 Confirm / update the **PO Business Unit**.

35 Confirm / update the payment **Terms.**

36 To enter their **Award Details** for the 2nd Bidder, from the **Award Lines** section blue header bar, click on the arrow icon.

37 The 2nd awarded Bidder is displayed. In this example the 2nd Bidder has been awarded part of **Line 1** and all of **Line 3**.

38 Enter the **Award Type** of either **PO** or **PO Contract**.

39 Confirm / update the **PO Business Unit**.

40 Confirm / update the payment **Terms.**

41 Click on the **Post Award** button. Click on the **Post Award** button. The **Contract Entry – Contract** page is displayed.

42 The contract award is displayed. A **Contract ID** is generated and displayed.

Award 'By Group' (Lot)
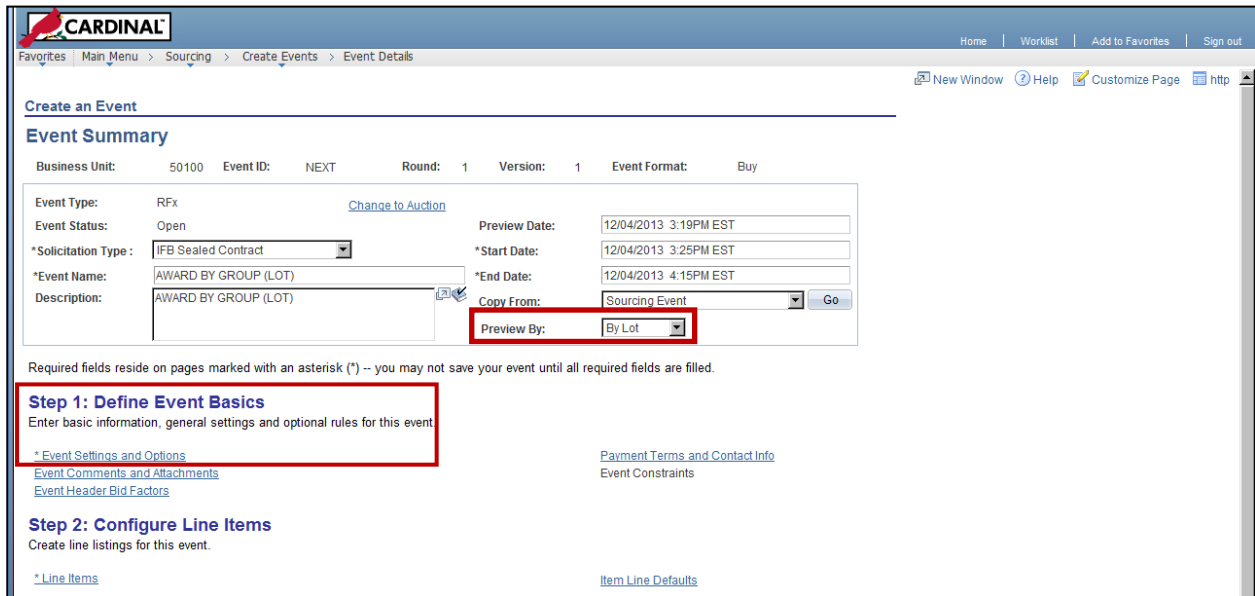
During event creation, the SS Buyer can select lines that they want to group to attempt to get better pricing through a bundled price quote. They use the **Line Details** page to add line items to a group. When a line is added to a group, the line's bid factors are copied into the group bid factors but remain associated with their respective items. The line weightings and bid factor weightings will be pro-rated within the group. Users can modify the bid factor questions and the best, worst, or ideal values for the bid factors within the group.

When you create the group, you define the group details, including group bid parameters, on the **Line Details** page. You can also indicate that a line can be bid on only as part of the group. If selected, the line is not available for bidding outside of a group.

Event Creation – By Group (Lot)

1 To award an event By **Group** / Lot some unique set up must be done during the creation of the event. From Ex. 1 above follow steps 1-4 to access the **Create an Event – Event Summary** page.

2   Set the **Preview By** = **By Lot**.

3   Under **Step 1: Define Event Basics**, click on the **Event Settings and Options** hyperlink. The **Event Settings and Options** page is displayed.

4   Select the **Bid Required On All Lines** checkbox.

5   **Factor Event Score Into** = **Line Score and Total Score**

6   Click the **Save Event Changes** button.

7   Click the **Return to Event Overview** hyperlink. The **Create an Event – Event Summary** page displays.

8   Follow normal procedures to enter **Event Header Bid Factors** if necessary.

9   Under **Step 2: Configure Line Items**, click on the **Line Items** hyperlink. The **Create an Event - Line Items** page is displayed. Follow normal procedures to enter all the event lines, i.e., items. These will be included in the **Group** / Lot.

10   From the **Create an Event – Line Items** page, select the checkbox next to the lines which will be in the group.

11   Click the drop-down arrow next to the field **Add Selected Lines to Group** and select **Add to New Group**.   Two new fields will become available, **Group ID** and **Description**.

        a.   Enter a **Group ID**.

        b.   Enter a **Description**.

12   Click **OK**.

13 A new line is added, e.g., **Line 4**. It represents the group and the **Group ID**, e.g., **Lot 1,** you entered is displayed.

14 Click on the **Look Up UOM** icon.

15 Select a **Unit of Measure** for the group. For this example use **10** (**Group**).

16 Repeat the process for any additional groups you wish to create.

17 Click the **Save Event Changes** button.

18 Click on the **Advanced Definition** tab.

19 Click on the **Details** hyperlink to confirm the lines and details related to the **Group** you just created.   The **Create an Event – Group Details** page displays.

20 Click **OK**.

21 Click the **Save Event Changes** button.

22 Click on the **Return to Event Overview** hyperlink.

23 Once you have added bidders, e.g., **Public Event**, and followed normal event creation steps, as documented in the course titled **501 PR345 Strategic Sourcing**, you may **Save** and **Post** the event.
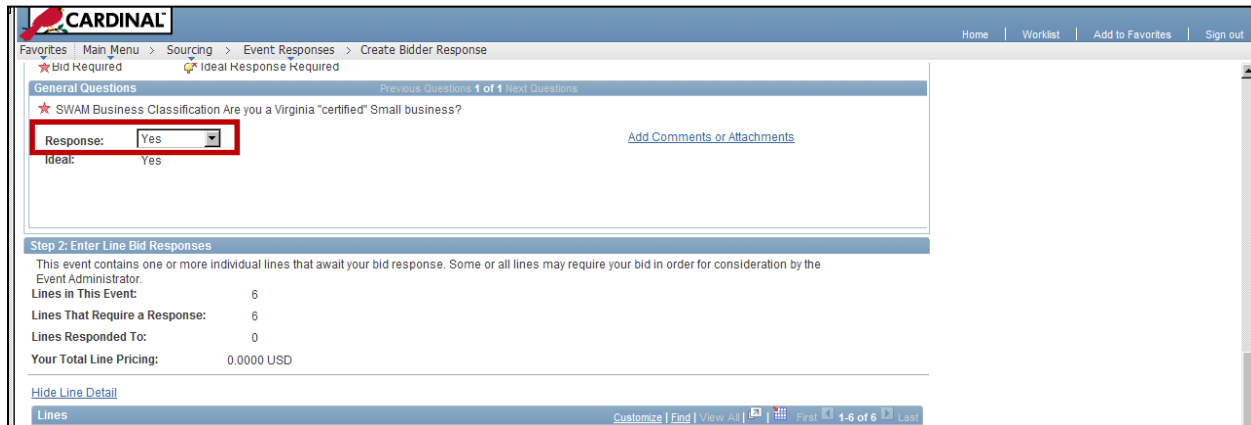
Enter Bids – By Group (Lot)

The system allows for bid responses to be entered once the event's **Start Date** has passed and prior to its **End Date**. Generally, VDOT business processes require that bidders and bids be entered in the system after the event's **End Date**. Therefore, the Bid Processor must create a new version of the event with an extended **End Date** in order to open a window of time for bidder and bid response entry into Cardinal. Summary level instructions for entering bids are to follow. For additional instructions on entering bids and creating new versions refer to the course titled **501 PR345 Strategic Sourcing**.

24 To enter bids, navigate to the **Create Bidder Response** page using the following path and follow normal bid entry procedures as previously documented:

Main Menu > Sourcing > Event Responses > Create Bidder Response

25 Items with red star icon require a bid response to be entered.

26 Enter the **General Questions** (**Bid Factor**) response.

27 Scroll down the page to the **Enter Line Group Bid Response** section.

28 Complete the entry of all bid line responses. All Lines (in a **Group** / Lot) must be entered.

29 To view the groups and enter responses, click on the **Display Group Detail** hyperlink.

30 Enter a **Bid Quantity** of 1 for each Group.

31 Do not enter a **Unit Bid Price**.

32 Click on the **Bid** hyperlink for the first Group, e.g. **Line 4**. The **Group Details** page displays.

33 On the **Group Details** page, the values automatically populate and total. The **Total Detail Price** equals the sum of the lines unit pricing, **not** the sum of the lines extended pricing. Extended pricing will display on the **Bid Tabulation** report. **Do not make any changes**.

34 Click on the **Validate Entries** button. A pop-up message will appear.

35 Click **OK**.

36 Click on the **Start Page** button. The **Event Details** page displays.

37 The **Unit Bid Price** is automatically populated.

38 Click on the **Bid** hyperlink for 2nd **Group** / Lot and repeat the process until all groups are complete.

39 Once all Groups / Lots have been reviewed, entries validated, and the **Unit Bid Price** has been populated, click on **Submit Bid** button.   The **Bid Confirmation** page displays.

40 Click **OK**.

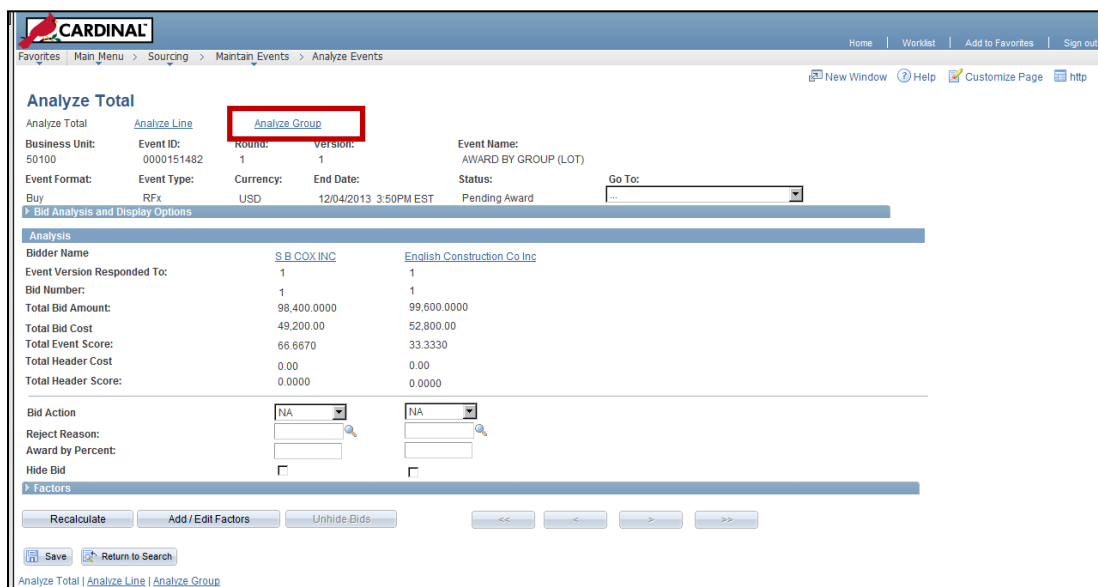**41** Repeat the process for all remaining Bidders.

42 Bid processing is complete.

Analyze Bids & Award Event – By Group (Lot)

Once an event's **End Date** has passed, i.e., **Status** = **Event Completed**, and all the bids have been entered, using the **Event Workbench** you can navigate to the **Analyze Total** page where you can review the bids. Bids are considered and awarded based on the line items within the **Group**.

43 You can navigate to the **Event Workbench** page using the following path and follow normal procedures to analyze an event:

Main Menu > Sourcing > Maintain Events > Event Workbench

44 From the **Analyze Total** page, click on the **Analyze Group** hyperlink. The **Analyze Group** page displays.

45 Click on the **Analyze** hyperlink next to each **Group ID**, e.g., **Group ID = Lot 1**, you wish to award. Another **Analyze Group** page will display and details the extended bid response. The **Analyze Group** page is displayed and shows the **Group** / Lot total per bidder.
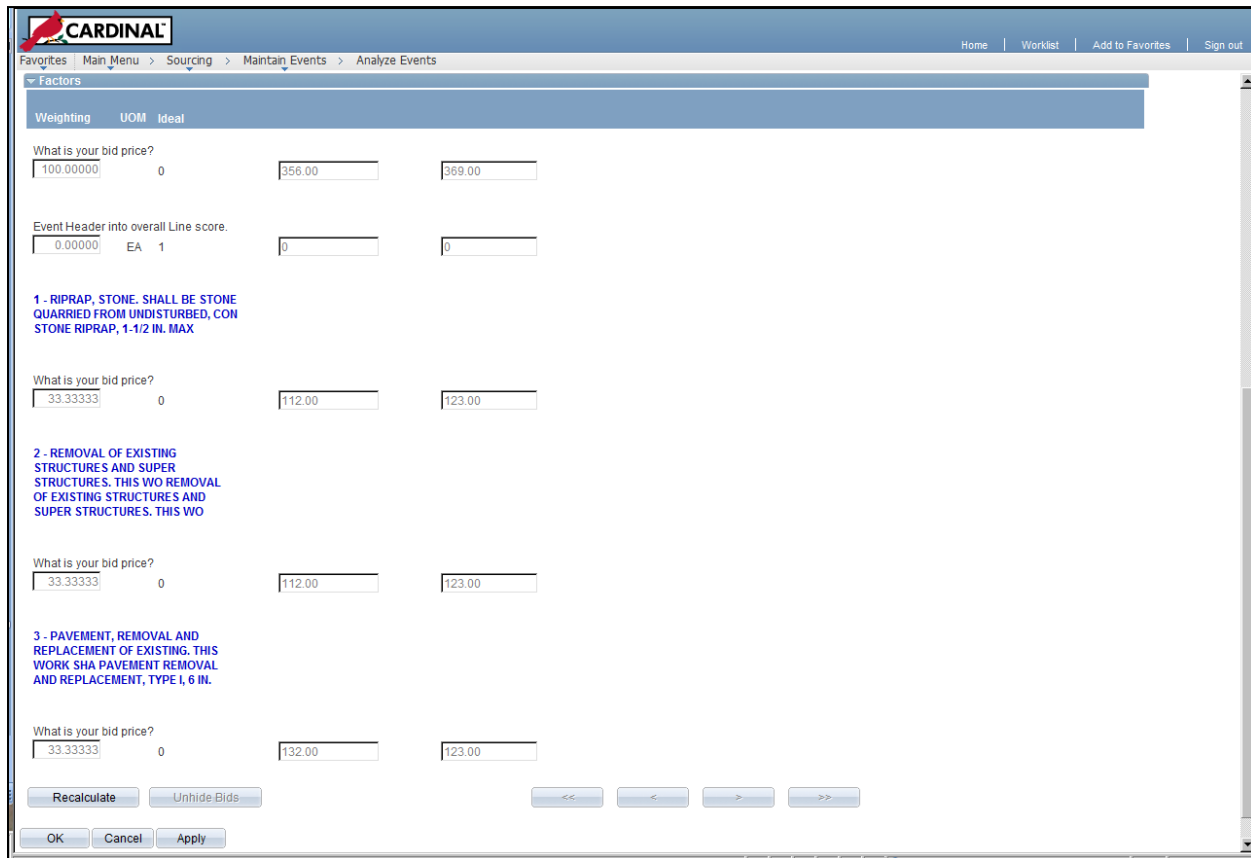
46 Click on the arrow next to the **Factors** section to review the bid factors.

47 Review the details. Scroll back up to the **Analysis** section to make the award for this **Group**.

48 When complete, click **OK**. The **Analyze Group** page is displayed.

49 The **Qty Awarded** on the **Group ID** of **Lot 1** is populated.

50 Repeat the process to award all remaining **Groups** / Lots.

51 When all Lots have been awarded, click **Save**.

52 From the **Award Details** page you will make the award to the PO or contract. You can navigate to the **Award Details** page using the following path: **Main Menu > Sourcing > Maintain Events > Award Events.** You can also access this page from the **Analyze Group** page by clicking on the drop-down arrow in the **Go To** box, and selecting **Award Events**. The **Award Details** page displays. Follow procedures to make the award to PO or contract using the steps noted above.